

DEPARTMENT OF THE ARMY
79TH Ordnance Battalion (EOD)
52D Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5056

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) 350-6, Battalion Quarterly Administrative Brief (QAB)

This Letter of Instruction (LOI) replaces the previous LOI 350-6, titled Quarterly Logistics Brief. Significant changes have been made and all members of the command should review the entire LOI.

1. REFERENCE: 52D Ordnance Group OI 350-6
2. PURPOSE. Establish policies and procedures for 79th Ordnance Battalion QABs.
3. RESPONSIBILITY: This Letter of Instruction (LOI) is directive in nature and is applicable to all personnel assigned or attached for duty with the 79th Ordnance Battalion (EOD) and its subordinate units.

a. QAB's are briefed in conjunction with Quarterly Training Briefs (QTB's). The S-3, 79th Ordnance Battalion (EOD) will normally schedule QTB's during the second month of the quarter. The S-3 will publish a memorandum with the location, schedule (to include briefing order), and any special instructions for the QTB at least 30 days in advance.

b. In addition to the QAB, the Battalion Executive Officer (XO) will conduct a Maintenance Briefing (QMB), the Battalion Budget Analysis will conduct a Budget Briefing (QBB), the Battalion Property Book Officer (PBO) will conduct a Supply Briefing (QSB), and the Battalion CSM will conduct the Quarterly Soldier/NCO Boards. Company Commanders will not brief during the QMB, QBB, or QSB, but will be expected to discuss issues specific to their unit. The XO, Budget Analysis, and PBO are responsible for their own presentations and slides.

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c. Company commanders will ensure that their briefings are in accordance with this LOI and any supplemental instructions issued by this headquarters for a specific QAB.

4. REPORTS REQUIRED: See attached slides.

5. REQUIREMENTS:

a. Briefing slides will be prepared in Microsoft Powerpoint. Blank slides are included as an enclosure to this LOI. Electronic versions of these slides are available from the S-3, 79th Ordnance Battalion (EOD). When requesting electronic copies, specify which version of Powerpoint you need.

b. Electronic copies of the briefing slides are due to the Battalion S-3 two working days prior to the beginning of the QTB.

c. Commanders should bring electronic and paper copies of the briefing slides with them to the QTB for presentation. Ensure there are enough paper copies for the BC, CSM, XO, and staff.

d. Slide preparation guidance.

(1) Title slide. Minimum information required is company, unit location, quarter and year of the brief. Units may "personalize" the slide with graphics, etc. Personalization will be in good taste. For all slides - replace "XXth EOD" with your company designation.

(2) QAB-1 PERSONNEL: Enter current status information. "G/L" means gains and losses. "PROG ASGN" is resulting personnel assigned considering all projected gains and losses. If personnel assigned do not match authorized positions, explain in "REMARKS" column.

(3) QAB-2 WEIGHT CONTROL: Enter total number of soldiers assigned to the unit (should match QAB-1). Enter total enrolled in overweight program, and number of those that have

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been flagged. Detail progress made by name and any other notes as "REMARKS".

(4) QAB-3 CRITICAL EQUIPMENT SHORTAGES: Critical equipment is the equipment the commander considers to be mission essential. All ERC A items should fall into this category. There may also be some ERC B or even C items that you consider mission essential. Enter Julian date for Due In (D/I) data if you have a valid due in date. For document number and status of requisition, enter latest data available as of the Friday previous to the QTB, but be prepared to brief the latest data available the day of the briefing.

(5) QAB-4 EXCESS EQUIPMENT: For disposition, enter latest data available as of the Friday previous to the QTB, but be prepared to brief the latest data available the day of the briefing.

(6) QAB-5 STATUS OF MOU/MR: Enter State EPA MOU or Munitions Rule statuses for all states within your Company's area of responsibility.

(7) QAB-6 COMMANDER'S ISSUES: List any issues for the Battalion Commander.

6. Point of contact for this memorandum and the briefing slides is the Battalion Executive Officer, DSN: 421-8965.

7. Efficient and Effective.

PATRICK J. KELLY
LTC, OD
Commanding

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